

MOSES II Contract Number 68-W-99-002
Task Order Number: 001

STATEMENT OF WORK
September 11, 2002 (FY2003)

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ACRONYMS

SOW CHANGES

CHANGES:

Changed footer date to 9/11/02

Changed Period of Performance

Changed TOPO/ATOPO Addresses

Changed Subtask 3.2.1 deliverable due date to TBD

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MOSES II Contract Number 68-W-99-002
Task Order Number: 001
STATEMENT OF WORK

1. **Title:** Technical Management and Project Coordination for the Systems Development Center (SDC)
2. **Estimated Period of Performance:** From October 1, 2002 through September 30, 2003.
3. **Key EPA Personnel:**

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This Task Order provides support to the Technical Manager of the Systems Development Center (SDC) and to management of the National Technology Services Division (NTSD). The Environmental Protection Agency (EPA) TOPO and alternate TOPOs will operate with the Technical Manager as a technical management team to oversee the functions and the performance of the SDC. The TOPO has overall authority over performance under this Task Order and retains final authority over direction given to the contractor. Any direction which impacts the negotiated costs and schedules and the Task Order Statement of Work (SOW) must not be undertaken by the contractor unless authorized in writing by the Contracting Officer (CO).

4. Background Information:

- a. Legal authority:
 - Computer Matching and Privacy Protection Act
 - Information Technology Management Reform Act (ITMRA)
 - Paperwork Reduction Act of 1980 (as amended)
 - Privacy Act
- b. Regulatory authority:
 - Federal Acquisition Regulation (FAR)
 - Federal Property Management Regulation (FPMR)
 - Information Resources Management (IRM) Clause
of the EPA Acquisition Regulation (EPAAR 1552.211-79)
- c. Background documents:
 - 1. SOW for MOSES contract, #68-W-99-002.
 - 2. Deliverables produced under D.O. #0003 of contract #68-W1-0055, Dec. 6, 1991 through Sep. 30, 1992.
 - 3. Deliverables produced under D.O. #0028 of Contract #68-w1-0055, Oct. 1992 through December 30, 1998.
 - 4. Revised OMB Circular A-130, Appendix III
 - 5. EPA Information Security Manual
 - 6. NIST User Guide for Developing and Evaluating Security Plans for Unclassified Federal Automated Information Systems
 - 7. EPA's IRM Policy Manual 2100
 - 8. National Technology Services Division Operational Directive Manual
 - 9. Agency Network Security Policy – 2195A4
- d. Background narrative:

The Environmental Protection Agency relies heavily on information to make decisions affecting the health of the population and environment of the United States and its territories. The environment has become a global issue and the U.S. EPA is in a world leadership position in regard to its environmental policies, decisions and supporting information gathering and dissemination. The SDC was established in December, 1991, as

EPA's "Center of Excellence" for systems engineering.

e. General methodology:

All systems design, development, modification/enhancement, test, and implementation activities provided under this contract shall be performed using EPA's standard hardware and software products and technologies as specified in the EPA's most current Information Technology Architecture (ITA) Road Map, using EPA's systems life cycle requirements as outlined in chapter 17 of EPA's IRM Policy Manual 2100, and using standard operating procedures for EPA computing networks.

f. Applicable MOSES II contract sections:

All terms of the MOSES II contract are in force for the work to be performed under this Task Order. This Statement of Work falls within the scope of the Contract Statement of Work.

g. Where work is to be performed:

The contract requires work normally to be conducted at the Systems Development Center in Falls Church, VA. If the work must be conducted at a different location, a justification must be provided to the CO and Project Officer (PO) explaining why the SDC is not being used, identifying the location(s) where the work is to be performed and the activities expected to be performed at each location. The CO will execute a modification to the contract approving the use of the location.

5. **Purpose and Scope:** The purpose of this Task Order is to provide technical management and project planning and coordination for the Systems Development Center to promote synergy among the EPA projects, coordination and sharing of technical expertise, effective and efficient use of government resources, and adherence to EPA IRM policies and procedures.

6. **Statement of Work Requirements:**

This Task Order includes only the technical management and central coordination of the SDC services; it does not cover provision of these services for specific Task Orders other than Task Order #001 unless requested by the TOPO through written technical direction (TD).

Task 1 - Project Plan Development

Subtask 1.1 - Initial Project Plan Development

DESCRIPTION:

Upon issuance of this Task Order, the contractor shall develop a Project Plan including technical approach, estimated resources, staffing, deliverables, schedule, and cost estimate addressing all requirements of the Statement of Work (SOW).

Until issuance of a modification to this Task Order stating the Government's acceptance of the Project Plan, and establishing the ceiling price for the work ordered, the contractor shall not proceed with any other work contained in the SOW.

Contractor development of the Project Plan shall be performed in accordance with the procedures established for the Software Engineering Process (SEP) Section 3.2 of the contract SOW, and with procedures established in the current Task Order providing for the general technical management and administration of the SDC.

DELIVERABLES

DUE DATE

1.1.1 Project Plan

Per task order modification issued by the CO

ACCEPTANCE CRITERIA

Reference Section 9

Subtask 1.2 - Maintain The Project Plan

DESCRIPTION:

The contractor shall update the project plan when requested by the Contracting Officer (CO). The project plan may be modified to accommodate new requirements that arise during the term of the project. These requirements must fit within the scope of the Task Order and the period of performance. Minor deviations from the specifics of the Project Plan that have been mutually agreed upon by the TOPO and Technical Project Leader will be documented in the Change Control Board (CCB) minutes in lieu of Project Plan modifications.

DELIVERABLES

Due Dates

1.2.1 Updated Project Plan

Per task order modification issued by the CO

ACCEPTANCE CRITERIA

Reference Section 9

Subtask 1.3 Revise Project Plan

DESCRIPTION:

In the event that the TOPO determines that the SOW for the Task Order requires modification to: (1) add or delete a task or deliverable; (2) change the period of performance when crossing fiscal years; or (3) increase or decrease the available resources to support the effort, the revised SOW will be provided to the contractor by the Contracting Officer, so that the approved Project Plan can be modified to reflect the revised SOW. As with Subtask 1.1, contractor revision of the Project Plan shall proceed in accordance with all approved SEP and SDC procedures.

DELIVERABLES

1.3.1 Revised Project Plan

DUE DATES

As Required by MOSES II Contract

ACCEPTANCE CRITERIA

Reference Section 9

Task 2 - Project Management

Subtask 2.1 - Manage The Task Order

DESCRIPTION:

The contractor shall manage the Task Order Project Team, and modify the approved Project Plan to reflect minor changes that do not require Contracting Officer approval. The contractor shall participate in, and accurately record the outcomes of, regularly scheduled change control board meetings. The contractor shall provide timely, accurate, and comprehensive monthly technical and financial progress reports.

DELIVERABLES

2.1.1 Product Assurance Plan

2.1.2 Documentation of CCB Minutes

2.1.3 Monthly Technical and Financial Reports

DUE DATES

Upon TOPO's Request via written technical direction

10 Business Days After CCBs

As Required by MOSES II Contract

ACCEPTANCE CRITERIA

Reference Section 9

Subtask 2.2 - Close-out of The Task Order

DESCRIPTION:

The contractor shall provide for the close-out of the Task Order at the end of the period of performance.

Subtask 2.3 - Transition

DESCRIPTION:

The work performed under this Task Order is vital to the Government and must be continued without interruption. Upon contract expiration a successor, either the Government or another contractor, may continue this work. The contractor shall provide a transition plan for the transition of work to EPA or another contractor. The transition plan which contains four major sections, shall provide for a cooperative effort (among EPA and follow-on contractor), and shall include at a minimum an inventory of documentation to be turned over to EPA, schedule of turnover, a description of parallel operation and recognition of security issues that includes an updated list of contractors to be removed from all RACF groups, profiles, etc. (if applicable). Training support for the successor is anticipated, and will be coordinated in advance by the TOPO. The contractor shall provide sufficient experienced personnel during the transition period to ensure that the services called for by this contract are maintained at the required level of proficiency.

The contractor shall prepare a transition plan upon written request of the Contracting Officer. The TOPO will review the plan and if the plan is acceptable, forward it to the Contracting Officer for approval. The contractor shall not prepare a cost estimate for any portion of the transition plan (including Product Assurance (PA)) until notification is received from the Contracting Officer.

2.3.1 Task Order Documentation Inventory

The contractor shall: Conduct physical inventory of the project and team libraries for systems documents, life cycle documents, and other documentation (e.g., manuals, third party software). Reconcile inventoried documentation with that listed in the SOW (if applicable). Review the status of all products. Update the PA Deliverables Accountability Report. Arrange for the return of needed documentation and disposal of all unwanted documentation. Ascertain the format documentation will be delivered in (e.g., hardcopy, softcopy, Lotus Notes, WordPerfect -- current EPA version).

General: The contractor shall create an acceptance criteria checklist that will be used to track the successful completion of the transition of work to a successor. The contractor shall establish with TOPO the timing and schedule transfer (i.e., phase out or bulk transfer).

2.3.2 Transition of Security

The contractor shall conduct the following activities in the Transition Plan:

Produce a Security Transition Plan. Provide a list of mainframe and/or UNIX accounts associated with the Task Order. Provide the names of the contractor employees with access to the aforementioned mainframe and/or UNIX accounts. Provide the names of all contractor employees with access to Lotus Notes or other EPA system(s). Document any additional security procedures needed for or involved in applications (e.g., library accesses, tables). Ascertain which contractor staff have EPA Headquarters badges that must be returned. Discuss security issues with EPA SDC Information Security Officer. Determine if debriefings on the Privacy Act information are appropriate for the Task Order.

2.3.3 Training EPA and Designated Contractor

A major factor in the successful transition of the Task Order to EPA and/or the designated contractor is training. To facilitate training, the contractor shall develop a Transition Plan which shall include (at a minimum) a Training Plan identifying specific training sessions, objectives, and curriculum. Each session should delineate what training will occur, with appropriate documentation provided.

2.3.4 Management and Scheduling

The contractor shall: Review transition plan activities and schedules based on the time available to conduct the transition. Review schedules to ensure that they reflect the transition dates reflected in the SOW (if applicable). Monitor priorities and schedules relative to the Transition Plan to identify potential conflicts. Notify the TOPO when conflicts are identified.

DELIVERABLES:

DUE DATES

2.3.4.1 Transition Plan Addressing Documentation,
Security, Training and Management

TBD Via Written TD

2.3.4.2 Transition Results Report

TBD Via Written TD

ACCEPTANCE CRITERIA

Reference Section 9

Task 3 - SDC Technical Coordination

Subtask 3.1 - LAN Administration

DESCRIPTION

In accordance with EPA LAN Operating Procedures and Standards, the contractor shall request approval for all changes to the EPA portion of the SDC LAN from the SDC's EPA LAN Manager through the EPA Telecommunications Service Request (TSR) process. Charges for developing TSR's will be applied to the appropriate Task Order. The SDC LAN Administrator shall maintain current LAN plans as required by EPA policy, and the LAN plan shall include a comprehensive section on LAN security.

DELIVERABLES

DUE DATES

3.1.1 Telecommunications Service Requests

As Required by EPA LAN Policy

3.1.2 SDC LAN Plan

As Required by EPA LAN Policy

ACCEPTANCE CRITERIA

3.1.1 Telecommunications Service Requests will be reviewed by the SDC EPA LAN Manager and TOPO for technical accuracy and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

3.1.2 The SDC LAN Plan will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material and security requirements, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

Subtask 3.2 - SDC Information Security

DESCRIPTION

The contractor shall provide security support. The contractor shall update/revise the SDC Security Manual. The contractor shall conduct a security awareness training program to promote good security practices by all SDC employees. The contractor shall conduct a security audit to assess the SDC's compliance with the SDC Security Manual. Note that SDC security will be under the oversight of the EPA Information Security Officer for the SDC, via the TOPO.

DELIVERABLES

DUE DATES

3.2.1 SDC Security Manual (updated)

TBD

3.2.2	SDC Security Awareness Training	Quarterly
3.2.3	Annual SDC Security Program Audit Report	May 1, 2003

ACCEPTANCE CRITERIA

3.2.1 - 3.2.3 The documents and training sessions will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material and security requirements, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

Subtask 3.3 - SDC System Access Tracking

DESCRIPTION

The contractor shall keep track of which SDC contractors have access to EPA's mainframe, LAN and Email systems. A report containing the data items listed below will be produced and delivered to the TOPO of this task order on a monthly basis. The purpose for tracking such information is to help TOPOs keep track of Working Capital Funds expenditures incurred by contractors working on their projects. This report will also help promote better systems security by prompting the deletion of systems access when a contractor employee leaves a project. This report shall also be posted on the SDC website.

SDC System Access Report Elements:

Contractors Name:
Contractor's Task Order:
Mainframe Access (Y/N):
EPA Email Access (Y/N):
EPA LAN Access (Y/N):
UNIX Access (Y/N):

DELIVERABLES

DUE DATE

3.3.1 SDC EPA System Access Report	Posted to SDC website once a Month or Via Written TD
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ACCEPTANCE CRITERIA

3.3.1 The SDC EPA Systems Access Report will be accepted if it accurately reports the access that SDC contractors have to EPA systems. The documents will be reviewed for technical accuracy, organization of material, conformance to spelling and grammar rules, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

Subtask 3.4 - Compliance/Conformity Reviews and Assistance

DESCRIPTION

In accord with relevant SEE components, the contractor shall perform a data standards compliance/conformity review for each 4 application systems projects undertaken at the SDC. The results of the review shall be delivered to the EPA Task Order #001 TOPO, and data standards compliance/conformity assistance shall be provided upon Task Order #001 TOPO request through written technical direction. In addition, the contractor shall develop a draft Application Deployment Checklist (ADC) for each application systems project at the SDC that is projected to deploy on EPA's central computing platform.

DELIVERABLES

DUE DATES

3.4.1 Data Standards Compliance/Conformity Reviews	Schedule TBD by second CCB of FY2003
3.4.2 Data Standards Compliance/Conformity Assistance	TBD Via Written TD
3.4.3 Draft Application Deployment Checklist	6 months prior to planned deployment or two weeks after project initiation

ACCEPTANCE CRITERIA

3.4.1 Data Standards Compliance/Conformity Reviews will be acceptable if they succinctly and accurately present the status of EPA data standards compliance, prioritize any actions needed to improve compliance, and present a clear case for EPA system managers to take appropriate action(s).

3.4.2 Data Standards Compliance Assistance will be acceptable if it succeeds in helping the relevant system increase its compliance, in a cost-effective manner, with EPA's high priority data standards.

3.4.3 The Draft Application Deployment Checklists will be reviewed for completeness, timeliness, and the extent of any additional follow-up required by the relevant system manager, deployment contractors, or EPA RTP personnel.

Subtask 3.5 - Central Encyclopedia Maintenance

DESCRIPTION

The contractor shall maintain and administer EPA's Cool:Gen Central Encyclopedia (CE) software and associated databases, monitor and oversee user accounts, check models in and out, keep the software current with Computer Associates upgrades, support various MOSES Task Orders' use of the Central Encyclopedia, and support evolving NTSD requirements for CE

support as identified by the TOPO through TD which will be documented in the CCB minutes. The primary goals of the CE maintenance task shall be meeting user needs in a timely fashion and ensuring smooth operations.

Task 4 - Systems Engineering Environment

Under this task, the contractor shall continue to implement the EPA-approved Systems Engineering Environment proposal for systems engineering policies, guidelines, procedures and standards. Such implementation shall consist of:

- continued formulation of systems engineering environment elements
- updating existing elements
- management of the integration of the systems engineering environment into the everyday work conducted at the SDC.
- monitoring Task Order compliance with existing SEE practices.

As the need arises or as directed by the TOPO through written TD, the contractor shall propose modifications to the SEE, designed to strengthen and improve the SDC SEE specifically as it relates to product quality assurance and quality control. Upon EPA written acceptance of the proposal for changes to the SEE, the contractor shall proceed with development of the proposed changes to the SEE. Once the changes have been accepted by EPA, the contractor shall proceed with implementation of the changes to the Systems Engineering Environment. The contractor will also be responsible for monitoring project compliance with the SEE as requested by the TOPO through written TD.

DELIVERABLES

- | | | |
|-------|---|---------------------------|
| 4.1.1 | SEE Improvement Proposal | As Required by Contractor |
| 4.1.2 | System Engineering Environment Deliverables | Via Written TD |

ACCEPTANCE CRITERIA

- 4.1.1 SEE Improvement Proposal will be accepted by the TOPO if it clearly explains how the proposed activities will benefit the EPA. The document will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.
- 4.1.2 The SEE deliverable will be accepted by the TOPO if it presents clearly defined, well-organized SEE elements that help strengthen and improve the SDC's SEE in a cost-effective manner. The document will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and

grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

Task 5 - Project & Technical Consultation

DESCRIPTION

At the request of the TOPO through written TD, the contractor shall provide expert consultation in support of EPA, OEI information initiatives, and SDC project teams operating under this contract in areas such as the following:

- Project Estimation, Planning and Tracking
- Product Assurance
- Configuration Management (includes all project products, not just software)
- System Development Life Cycle (SDLC) Methodology and Products
- SDLC Application to Specific Projects
- Information Systems Security Requirements
- EPA Hardware, Software and Telecommunications Architectural Requirements, Policies, Standards
- Current and Emerging Information Technologies
- System Development Support Tools and Techniques
- Project Productivity and Quality Metrics Tracking
- Documentation
- SDC SEE Policies, Standards, Guidelines and Procedures
- Internet/Intranet Development

If the TOPO decides that technical consultation is required for a new project, the contractor shall provide technical consultation to the project for the period of time specified by the TOPO via written TD. For each Technical Consultation task, the contractor shall produce monthly Technical Consultation Status Reports that includes a cost breakout for each project as an attachment to monthly technical and financial progress report and via email. The status reports should include an update on the number hours expended on technical consultation, a summary of the consultation activities that were performed, and an explanation of any issues and potential risk factors on the project.

The contractor should maintain a Technical Consultation Log which summarizes the technical consultation activities which were performed under this Task Order during the year. The log should identify the dates and times and descriptions of the activities that were performed, any problems that were encountered, and any solutions that were applied.

DELIVERABLES

DUE DATES

5.1 Technical Consultation Status Reports

Monthly

5.2 Written Technical Consultation

Delivered as Consultation is performed, or Via Written TD

ACCEPTANCE CRITERIA

5.1 The Technical Consultation Status Report will be accepted if it includes an accurate accounting of the number of hours expended on technical consultation, an accurate summary of the consultation activities that were performed, and an clear explanation of any issues and potential risk factors on the project. The document will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

5.2 The Technical Consultation products will be accepted if they meet the requirements identified during the technical consultation activities. Deliverables will be reviewed for technical accuracy, proper functionality, good organization, adherence to technical direction, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

Task 6 - Training

DESCRIPTION

The contractor shall present the SDC training plan for TOPO review and approval. The training plan will identify any SDC-wide training that the contractor believes is necessary to maintain and/or improve overall contract performance. The training requested in the plan must be highly specialized, dealing with topics specific to the SDC systems engineering environment or EPA information initiatives, beneficial to SDC personnel, and must teach skills that are very difficult to find in the current ADP marketplace. The contractor may be required to develop or provide and present such training to SDC staff. The contractor shall provide administrative training that will educate new and current TOPOs on the fine points of interpreting monthly contractor financial reports. Such training classes will only be provided upon written technical direction from the TOPO.

The contractor shall also include as part of the training plan, cost estimates for presentations, classes and other appropriate training mechanisms to further the implementation of the SDC Systems Engineering Environment.

DELIVERABLES

DUE DATES

6.1 Training Plan

December 1, 2002

6.2 Training Courses

As required based on
acceptance of Training Plan

ACCEPTANCE CRITERIA

6.1 The training plan will be reviewed for its potential benefit to EPA and the SDC in furthering the aims of the MOSES contract, cost effectiveness, organization of material, conformance to spelling and grammar rules, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

6.2 The training courses will be acceptable if the classes are given according to the timeframe and within the costs identified in the training plan. The training courses must adhere to course syllabus identified in the training plan.

Task 7 - Monthly Briefings

DESCRIPTION

The contractor shall provide monthly Briefings to the TOPO that include accurate information regarding missed deliverables, project risks, significant events, and cost issues. The briefings shall present information on technical status and issues for all Task Orders under this Contract and shall focus on programmatic issues only when technical issues are involved. The contractor shall also emphasize all coordination activities that have been performed, and major instances of support for OEI goals.

Note that the briefings, while structured, are not required to be formal, nor should there be significant use of briefing materials other than to provide factual handouts and to emphasize information that the contractor judges to be of particular interest or concern.

These briefings are in addition to reporting requirements stated in the contract and the reporting requirements stated in Section 7 of this Statement of Work.

DELIVERABLES

DUE DATES

7.1 Monthly Briefings

Every Four Weeks or Via Written
TD

ACCEPTANCE CRITERIA

7.1 The Status Briefing will be accepted if it accurately reports the current status of each SDC task order. The briefing will be reviewed for clarity, comprehensiveness from an oversight level, appropriateness and accuracy of technical detail.

Task 8 - Project Planning

Subtask 8.1 Project Plan Coordination

DESCRIPTION

The contractor shall follow the project plan format approved by the TOPO. If requested by the TOPO through written TD, the contractor shall develop a revised project plan template. All project planning shall be coordinated in a way that identifies potential risks to project success, promotes SDC-wide project-plan standardization, and encourages interaction between similar projects and systems. Deliverables identified in the project plans shall be delivered to EPA electronically whenever possible.

The development of the project plan will be charged to the Task Order for which the plan is being produced or revised, however the management and oversight of the project planning process will be covered under this task order.

A copy of all plans will be provided to the EPA Technical Manager. Two copies of each Project Plan are to be provided to the Technical Manager as requested by the TOPO through written TD.

DELIVERABLES

DUE DATE

8.1.1 Revised Project Plan Template

As requested by TOPO Via Written TD

ACCEPTANCE CRITERIA

8.1.1 The Project Plan Template will be accepted if it allows for well-organized project planning that identifies risks, promotes coordination between projects, and facilitates tracking of progress and resources.

Subtask 8.2 Project Information Tracking

DESCRIPTION

The contractor shall maintain information, within the Snapshot application, on all projects to include, but not be limited to, description, scope, size, program office(s), type (i.e., stage of life

cycle, subject matter, etc.), tools used, original cost and schedule estimates, all changes to the above, deliverable receipt and acceptance data, and final (actual) information at project completion. The purpose for maintaining such information is to ensure that it is available for use in improving the project resource estimation process, project coordination, and resolution of technical issues.

DELIVERABLES

DUE DATE

8.2.1 Maintained SNAPSHOT system and data	Ongoing
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ACCEPTANCE CRITERIA

8.2.1 SNAPSHOT maintenance will be considered acceptable if the application continues to run smoothly from the desktops of the TOPOs, ATOPOs, CO, and PO, and the data is always kept current to within one week of the data on the main SNAPSHOT database at the SDC.

Task 9 - Product Assurance

DESCRIPTION

The contractor shall coordinate product assurance activities to ensure that product assurance policies and procedures are consistently applied for all Task Orders at the SDC emphasizing high quality deliverables and customer service. The contractor shall notify the Technical Manager and the TOPO of this task order of any problems and issues encountered on any SDC Task Orders.

The contractor shall conduct product assurance infrastructure activities designed to strengthen and improve the product assurance program at the SDC. The activities shall include problem tracking for trend analysis.

The contractor shall maintain the SDC Product Assurance Operations Guide which will serve as the basis for providing internal SDC independent product assurance for SDC products. The contractor shall evaluate progress and revise the PA Operations Guide appropriately.

DELIVERABLES

DUE DATES

9.1 Revisions to SDC PA Operations Guide	December 1, 2001
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ACCEPTANCE CRITERIA

9.1 Revisions to SDC PA Operations Guide will be accepted if they present clearly defined, well-organized product assurance activities which help strengthen and improve the product assurance program at the SDC in a cost-effective and practical manner. The document will be reviewed for

technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.

Task 10 - SDC Website

DESCRIPTION

The contractor shall continue to maintain and develop the SDC website. The development and maintenance support for the SDC website may include, but not be limited to, tracking requirements, participating in development and maintenance of content for EPA's new Developer's Portal, creating and modifying web page design and content (data and graphics), updating release notes, tracking and reporting website usage statistics, and developing website documentation.

DELIVERABLES

DUE DATES

10.1 SDC Website Release with Release Notes

Once per quarter with specific dates set via technical direction documented in the CCB minutes

ACCEPTANCE CRITERIA

10.1 The SDC Website Releases and Release Notes will be accepted if they implement all requirements conveyed by the TOPO through written TD and follow all relevant EPA Intranet policy and guidance.

Task 11 - Outreach Support

The purpose of this task is to assist EPA personnel in communicating more effectively with current and potential SDC customers. The contractor shall implement selected activities from the SDC Outreach Plan, previously developed under the predecessor FY2002 Task Order #001. The activities will consist of, but not be limited to, updating promotional brochures, poster boards, providing support for EPA conferences, and CD-ROMs promoting MOSES solutions. In addition, the contractor shall assist with the development of outreach briefings, promotional videos, quarterly reports, TOPO coordination and support, and the SDC open house. All outreach activities implemented will be specified by the TOPO via written TD.

DELIVERABLES

DUE DATES

11.1	Calendar of Events	TBD via TD and documented in the CCB minutes
11.2	Update MOSES Promotional Materials (e.g., brochures, poster boards, etc.)	TBD TD and documented in the CCB minutes
11.3	MOSES CD ROM	TBD
11.4	SDC Open House Coordination Support	TBD

ACCEPTANCE CRITERIA

The outreach activities listed above will be accepted if they successfully implement the selected portions of the SDC Outreach Plan and if they are effective in improving communications between key EPA personnel and SDC customers.

7. Reporting Requirements:

All contractual reporting requirements are in effect for this Task Order.

8. Other requirements:

a. The following Policies/Procedures/Guidelines/Standards are applicable to this task order in effort to provide high quality products and service to EPA:

1. EPA ADP System Design and Development Guidance, 4 volumes and 2 supplements.
2. OSWER System Life Cycle Guidance.
3. IEMTM Handbooks.
4. EPA Common User Interface Standards (Draft).
5. EPA Information Technology Architecture Roadmap.
6. GIS Workstation Implementation Guidelines (August 1991) (Draft).
7. EPA IRM Policy Manual.
8. NTSD Operational Directives Manual.
9. ADABAS Policies, Procedures and Standards.
10. EPA Hardware and Software Standards.
11. Revised OMB Circular A-130, Appendix III
12. EPA Information Security Manual
13. NIST User Guide for Developing and Evaluating Security Plans for unclassified Federal Automated Information Systems.
14. EPA SDC Systems Engineering Environment
15. Agency Network Security Policy – 2195A4

b. Distribution and deliverables requirements: Unless otherwise requested by the TOPO through written TD, all deliverables shall be delivered to the TOPO according to the specifications of the MOSES II Contract.

c. Security and Access(s): Security requirements for this project will be determined by the EPA TOPO. Reference Sections H.14 regarding the Treatment of Confidential Business Information (EPAAR 1552.235.71) (April 1984), H15 regarding Treatment of Confidential Business Information (TSCA) (EPAAR 1552.235-76) (APR 1996), and H16 Data Security for Federal Insecticide, Fungicide, and Rodenticide Act Confidential Business Information (EPAAR 1552.235-77) (APR 1996). If confidential information is accessed, the contractor shall protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with: (1) EPA policy and procedures relating to confidential information, 2) the EPA security plan for this project, and (3) the SDC security plan as it relates to the handling of confidential information.

EPA defines all Agency information as sensitive, consistent with OMB Circular A-130, Appendix III, all EPA information is sensitive for at least one of three reasons: the need for *availability*, the need for *integrity*, and, when applicable, the need for protection from disclosure - *confidentiality*.

Even if the TOPO decides that no confidential information will be accessed on this project, the contractor must ensure that all Agency information is safeguarded appropriately during the performance of this project in accordance with: (1) EPA information security policy and procedures, (2) the security plan for this project, and (3) the SDC security plan as it relates to protecting EPA information resources.

Electronic Data Interchange (EDI) files and data may be read by contractor support staff with EPA controlling, monitoring and limiting update and alter access. Also, an IBM package, Resource Access Control Facility (RACF), is used to protect any mainframe files associated with this project. The contractor shall request mainframe, and /or UNIX access from the TOPO as required. The contractor shall notify the TOPO of any employee who has left the project. This notification is necessary so that the TOPO can cancel the employee's access to all data sets related to this project. Failure to so notify the TOPO may be regarded as a breach of SDC Technical Management security if the TOPO is not notified by the last day of employee's service.

9. ACCEPTANCE CRITERIA

REQUIRED SERVICE	STANDARDS
Task 1 Subtask 1.1 Project Plan	<ol style="list-style-type: none"> 1. Meets requirements 2. Estimated ceiling accepted 3. Meets Clause G.1
Task 1 Subtask 1.2 Updated Plan	<ol style="list-style-type: none"> 1. Meets requirements 2. Estimated ceiling accepted 3. Meets Clause G.1
Task 1 Subtask 1.3 Revised Plan	<ol style="list-style-type: none"> 1. Meets requirements 2. Estimated ceiling accepted 3. Meets Clause G.1
Task 2 Subtask 2.1 Manage TO Product Assurance	<ol style="list-style-type: none"> 1. Addresses each deliverable 2. Clearly states review steps 3. Provides adequate review time 4. Deliverables (documentation, releases, deployment etc.) meet specifications, systems are fully tested for operation, quality of output is consistent, software is free of significant software malfunctions)
Task 2 Subtask 2.1 Documentation of CCB	Accepted if minutes correctly and completely describe the activities recorded in the CCB meetings
Task 2 Subtask 2.1 Monthly Technical and Financial Reports	Accepted if they meet the contract requirements and are clearly organized.
Task 2 Subtask 2.2 Close-Out	Timely and accurate list of deliverables and of EPA property
Task 2 Subtask 2.3 Transition Documentation, Security, Training and Management. Document Inventory and Disposal; Training Materials; Security Plan, Schedule of Transition Activities, Transition Results Report	Accurate inventory, thorough, clear, well-organized effective transition to EPA or another contractor, successful transition of work to the succeeding contractor

<p>Task 3</p> <p>3.1.1 Telecommunications Service Requests</p> <p>3.1.2 SDC LAN Plan</p> <p>3.2.1 SDC Security Manual</p> <p>3.2.2 SDC Security Awareness Training</p> <p>3.2.3 Annual SDC Security Program Audit Report__</p> <p>3.3.1 SDC EPA System Access Report</p> <p>3.4.1 Data Standards Compliance/Conformity Reviews</p> <p>3.4.2 Data Standards Compliance/Conformity Assistance</p> <p>3.4.3 Draft Application Deployment</p>	<p>3.1.1 Telecommunications Service Requests will be reviewed by the SDC EPA LAN Manager and TOPO for technical accuracy and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p> <p>3.1.2 The SDC LAN Plan will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material and security requirements, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p> <p>3.2.1 - 3.2.3 The documents and training sessions will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material and security requirements, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p> <p>3.3.1 The SDC EPA Systems Access Report will be accepted if it accurately reports the access that SDC contractors have to EPA systems. The documents will be reviewed for technical accuracy, organization of material, conformance to spelling and grammar rules, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p> <p>3.4.1 Data Standards Compliance/Conformity Reviews will be acceptable if they succinctly and accurately present the status of EPA data standards compliance, prioritize any actions needed to improve compliance, and present a clear case for EPA system managers to take appropriate action(s).</p> <p>3.4.2 Data Standards Compliance Assistance will be acceptable if it succeeds in helping the relevant system increase its compliance, in an cost-effective manner, with EPA's high priority data standards.</p> <p>3.4.3 The Draft Application Deployment Checklists will be reviewed for completeness, timeliness, and the extent of any additional follow-up required by the relevant system manager, deployment contractors, or EPA RTP personnel.</p>
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<p>4.1.1 SEE Improvement Proposal</p> <p>4.1.2 System Engineering Environment</p>	<p>4.1.1 SEE Improvement Proposal will be accepted by the TOPO if it clearly explains how the proposed activities will benefit the EPA. The document will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p> <p>4.1.2 The SEE deliverable will be accepted by the TOPO if it presents clearly defined, well-organized SEE elements that help strengthen and improve the SDC's SEE in a cost-effective manner. The document will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p>
<p>5.1 Technical Consultation Status Reports</p> <p>5.2 Technical Consultation</p>	<p>5.1 The Technical Consultation Status Report will be accepted if it includes an accurate accounting of the number of hours expended on technical consultation, an accurate summary of the consultation activities that were performed, and an clear explanation of any issues and potential risk factors on the project. The document will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p> <p>5.2 The Technical Consultation products will be accepted if they meet the requirements identified during the technical consultation activities. Products will be reviewed for technical accuracy, proper functionality, good organization, adherence to technical direction, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p>
<p>6.1 Training Plan</p> <p>6.2 Training Courses</p>	<p>6.1 The training plan will be reviewed for its potential benefit to EPA and the SDC in furthering the aims of the MOSES contract, cost effectiveness, organization of material, conformance to spelling and grammar rules, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.</p> <p>6.2 The training courses will be acceptable if the classes are given according to the timeframe and within the costs identified in the training plan. The training courses must adhere to course syllabus identified in the training plan.</p>

7.1 Monthly Briefings	7.1 The Status Briefing will be accepted if it accurately reports the current status of each SDC task order. The briefing will be reviewed for clarity, comprehensiveness from an oversight level, appropriateness and accuracy of technical detail
8.1.1 Revised Project Plan Template 8.2.1 Maintained SNAPSHOT system and data	8.1.1 The Project Plan Template will be accepted if it allows for well-organized project planning that identifies risks, promotes coordination between projects, and facilitates tracking of progress and resources. 8.2.1 SNAPSHOT maintenance will be considered acceptable if the application continues to run smoothly from the desktops of the TOPO, ATOPOs, CO, and PO, and the data are always kept current to within one week of the data on the main SNAPSHOT database at the SDC.
9.1 Revisions to SDC PA Operations Guide	9.1 Revisions to SDC PA Operations Guide will be accepted if they present clearly defined, well-organized product assurance activities which help strengthen and improve the product assurance program at the SDC in a cost-effective and practical manner. The document will be reviewed for technical accuracy, organization of material, substantive understanding of the technical material, conformance to spelling and grammar rules, effective use of diagrams and other graphics that complement the procedural text, and adherence to applicable Federal and Agency guidance, standards and regulations as outlined in Section 8 of this document.
10.1 SDC Website Release with Release Notes	10.1 The SDC Website Releases and Release Notes will be accepted if they implement all requirements conveyed by the TOPO through written TD and follow all relevant EPA Intranet policy and guidance.
11.1 Calendar of Events 11.2 Update MOSES Promotional Materials (e.g., brochures, poster boards, etc.) 11.3 MOSES CD ROM 11.4 SDC Open House Coordination	The outreach activities listed above will be accepted if they successfully implement the selected portions of the SDC Outreach Plan and if they are effective in improving communications between key EPA personnel and SDC customers.

ACRONYMS

ATOPO	Alternate Task Order Project Officer
ADP	Automated Data Processing
ADPE	Application Development Process Environment
ADTE	Application Development Technical Environment
ANSI	American National Standards Institute
CASE	Computer Assisted Software Engineering
CCB	Change Control Board
CE	Central Encyclopedia
CO	Contracting Officer
DBMS	Data Base Management System
DMMG	Development and Maintenance Methodology Group
TOPO	Task Order Project Officer
EDI	Electronic Data Interchange
ETSD	Enterprise Technology Services Division
FIPS	Federal Information Processing Standard
FIRMA	Federal Information Resources Management Act
FIRMR	Federal Information Resources Management Regulation
FPMR	Federal Property Management Regulation
GIS	Geographic Information Systems
GSA	General Services Administration
ICASE	Integrated Computer Assisted Software Engineering
IM/DA	Information Management/Data Administration
IRM	Information Resources Management
ISO	International Standards Organization
ITARM	Information Technology Architecture Roadmap
JAD	Joint Application Design
JRP	Joint Requirements Planning (session)
LAN	Local Area Network
MOSES	Mission Oriented Systems Engineering Support
MTFPR	Monthly Technical and Financial Progress Report
NDPD	National Data Processing Division (EPA)
OSWER	Office of Solid Waste and Emergency Response (EPA)
PO	Project Officer
RACF	Resource Access Control Facility
RDBMS	Relational Data Base Management System
SDC	Systems Development Center
SDLC	System Development Life Cycle
SEE	Systems Engineering Environment
SOW	Statement of Work
TD	Technical Direction
WAN	Wide Area Network
Y2K	Year 2000